

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

JUNIOR STENOGRAPHER

DEFINITION:

Under immediate supervision, to perform increasingly responsible dictation and transcription work; to perform routine typing and general clerical work under specific instruction; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Takes and transcribes dictation from shorthand notes;
- Types letters and memoranda, payroll records, requisitions, agendas and reports;
- Indexes and files records, cards, reports, and correspondence;
- Composes routine form letters and simple correspondence;
- Schedules meetings and appointments;
- Receives telephone calls and refers callers to the appropriate party;
- Disseminates routine information to the public;
- Prepares or checks simple mathematical tabulations;
- Maintains and updates correspondence logs and mailing lists;
- Receives, distributes, and dispatches mail;
- Records and tabulates time worked by employees on labor cards;
- Updates bulletin boards and record files;
- Proofreads documents and reports against original copies;
- Assists in gathering statistical information and preparing financial or statistical information and preparing financial or statistical statements;
- Cuts stencils;
- Operates duplicating machine and other office equipment.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

No specific education or experience is required. Ability to take dictation at 80 words per minute and type at a speed of 40 net words per minute.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.